

**ADS Home Care RFQ  
Information Meeting Notes - 2/11/03**

Following is a summary of information, questions and responses from the RFQ Information Meeting:

Information:

- In King County, there are currently approximately 5,500 clients being served by Individual Providers and agency workers.
- Aging and Disability Services has contracts with 16 agencies to provide home care services throughout King County.

Correction to RFQ:

- The numbering in the narrative portion of Section III, Technical/Program requirements gets out of order sequentially after #9 on page 21 of the RFQ. This has been corrected and the revised RFQ document is posted online.

Questions and Answers:

Q: If an individual who does not speak English comes to the agency needing home care services, how should an agency handle the referral?

A: If the agency has a contract with ADS and is serving the client for other things, then the agency should contact Information and Assistance, or another referral agency (i.e. HCS), and they will determine the client's eligibility for services.

Q: Is it acceptable to use documentation from clients to document the agency's experience with frail elders?

A: Yes.

Q: What would be acceptable as documentation of financial stability?

A: Current bank records, tax returns, accountant reports, to list a few.

Q: Will you accept references from clients for the reference checks required in the Administrative Requirements section of the RFQ?

A: No. We will accept references from two agencies, businesses, or regulatory organizations only.

Q: How many copies of the proposal and attachment should be submitted?

A: Submit the original proposal and attachments, and 4 copies of the proposal.

Q: What else must be submitted in addition to the agency's response to the RFQ?

A: The agency must submit all the information required in all the sections of the RFQ (I-Applicant Information, II-Administrative Requirements, III-Technical/Program Requirements, and IV-Fiscal Requirements), the check-lists corresponding with each section, any required attachments and documentation (i.e. personnel policies, orientation/training plan, accounting and finance manual, etc.), and the Assurances contained in Attachment II of the RFQ.

Q: Who will be notified when/if the next RFQ is issued in 4 years, and how?

A: Anyone who is on the RFQ mailing list will be notified by mail. It would be helpful if you keep us current with your contact information.